Weekly Update
Week of January 16, 2017

Subject: PA250 Personnel Administration Course Offered on **March 29-30**
Audience: Agency Training Coordinators, AST Leads, HR Directors, Personnel Administration Users

The PA250 Personnel Administration (PA) course will be offered on Wednesday and Thursday, March 29-30, 2017. Below you will find details about the course. **Please forward this message to appropriate staff members within your agency.**

<u>**Course ID/Title: PA250 Personnel Administration (PA)**</u>

Description: This course provides participants with the skills to display and maintain various employee personnel information including: personal data, address information, education, skills, and certification and licensure. Additionally, participants will be able to display and maintain the following infotypes: Organizational Assignment, Monitoring of Tasks, Secondary/Outside Employment, Cost Distribution, Objects on Loan, Date Types, I-9 Resident Status, Grievances, Communications and Notifications.

Target Audience: Users with the following roles: HR Master Data Maintainer, Employee Records Maintainer, Central HR Master Data Maintainer, HR Director, Display PA Master Data, Display EEO, Display EPMS, Display Grievances, Display Non-Sensitive Data, Display Salary/Pay Grade, Portal HR Administrator, Agency Employee Relations Maintainer, Grievance Status Administrator. Please note, users who are assigned only the workflow roles do not need to attend this course.

Pre-requisites:
The following item(s) MUST be completed before you can register for the classroom training. Completion of the pre-requisite(s) ensures that participants have the necessary knowledge for class. Material covered in pre-requisite courses will not be re-taught in classroom training.

- HR100V Introduction to SCEIS Human Resources and Payroll Online Course (Click here for more information on HR100V.)

Class Date(s):

PA250 – March 29-30 – Spring 2017
Class Dates: Wednesday and Thursday, March 29-30, 2017
Class Time: 9:00 a.m. to 5:00 p.m. each day
Class Location:
SCEIS Training Room 202
1628 Browning Road, Columbia, SC

Registration Instructions:
1. In Internet Explorer, use your SCEIS user ID and password to log into MySCEmployee (https://myscemployee.sc.gov).
2. In the upper left area of the page, click the MySCLearning tab.
3. Click the "Learning" tile.
4. Complete the pre-requisite, HR100V. In the "Find Learning" tile, use the search box to type in the course ID (HR100V) and click "Go." Find the course title and click "Start Course."
5. After completing HR100V, type the course ID (PA250) in the search box and click "Go."
6. Find the course title and click "See Offerings."
7. Find the class date you prefer, and click "Register Now." (If you do not see "Register Now," you have not completed HR100V.)
8. At the Scheduled Offering box, click "Confirm."
9. Watch for your confirmation email, with class details and instructions.

If you do not receive a confirmation email, please contact the SCEIS Help Desk using the ticket form found here: http://www.sceis.sc.gov/requests/.

If you have any questions about this message, please email them to training.sceis@admin.sc.gov.